

ORGANIZING CHAPTERS AND COUNCILS
FOR THE
HOLMES SAFETY ASSOCIATION

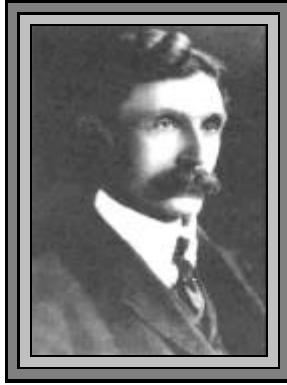


AUGUST 1997

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Overview of Joseph A. Holmes Safety Association



**Dr. Joseph Austin Holmes
First Director of the
U.S. Bureau of Mines**

To continue Dr. Joseph A. Holmes' philosophy of safety in the mining industry and recognizing the task was much too big for government alone to accomplish, the Joseph A. Holmes Safety Association was founded in 1916. Twenty-four leading national organizations of mining and related industries signed the original charter of incorporation. The Association's purpose was to conserve the lives of those working in the mining and related industries by educating the miners in hazards and work precautions and by rewarding safe-work achievers.

A special meeting of the Board of Directors of the Joseph A. Holmes Safety Association was held November 18, 1920.

Representatives of the Bureau of Mines, U. S. Department of Interior, proposed that the Joseph A. Holmes Safety Association organize local chapters throughout the United States to gain support, from mine workers and mine company officials, for teaching first aid, safety, and hygiene. The Bureau pointed out that, because of its first-aid and mine rescue training work, local safety societies be established following completion of training. These societies continued the interest in mine safety and promoted the general well-being of the local communities after the Bureau of Mines trainers left. The Joseph A. Holmes Safety Association began to organize these chapters in 1921.

In 1926, the Joseph A. Holmes Safety Association saw a need to initiate an independent effort to take over the function of organizing chapters. As a result, Article V of the Constitution of the Joseph A. Holmes Safety Association established the Holmes Safety Association to wit: "The local chapters of the Joseph A. Holmes Safety Association existing on March 5, 1926, and such future chapters, shall form an affiliated body known as the Holmes Safety Association."

The Holmes Safety Association elects six of its members to serve on the Board of Directors of the Joseph A. Holmes Safety Association.

The chief function of the Holmes Safety Association is to establish chapters in mining communities for promoting the safety and health of workers, their families, and the residents of these communities. The Holmes Safety Association was delegated the responsibility of chapter organization and education, including the production and distribution of the yearly slogan decals, the "I am a Member," the "Open Pit Pete," and "Jack Safety" stickers. The Joseph A. Holmes Safety Association provides awards to miners and mines in the industry. The Holmes Safety Association has become the more familiar of the two associations primarily because of its organizing and educating roles.



Officers of the Joseph A. Holmes Safety Association

President: **J. Davitt McAteer**
Assistant Secretary
for Mine Safety and Health

First Vice President: **Ernie Marcum**
Arch of West Virginia

Second Vice President: **Sam Vancil**
Illinois Department of Natural
Resources

Secretary/Treasurer: **Robert A. Glatter**
Mine Safety and Health
Administration

For further information, write:

**U.S. Department of Labor
Mine Safety and Health Administration
Joseph A. Holmes Safety Association
P. O. Box 4187
Falls Church, VA 22044-0187
Telephone: 703/235-8264
FAX: 703/235-9412**

The Internet address is: J A H O L M E S @ . G O V

Organizational Structure

The Holmes Safety Association consists of the National Council, State Councils, District Councils, and Local Chapters. Each of these organizations elects its own officers and is self-governing. However, the chapters and councils may not adopt policies or engage in activities that conflict with qualification criteria for awards or other activities governed specifically by the National Council Constitution and Bylaws. Since the Association represents all aspects of the mining and minerals industries, chapters and councils may not engage in or associate the Holmes Safety Association with political lobbying efforts. The best policy to keep in mind is that the Holmes Safety Association's objective is to keep the communication channels open for discussion and education which prevent accidents, not to promote one group's interests.

Chapters and Their Function

The Chapter is the smallest organizational entity in the Holmes Safety Association. Each work site (mine, plant, office, or other work unit) may apply for chapter status. The chapters elect officers (president, vice president, and secretary/treasurer) and submit these names with the chapter application. Meetings occur as often as needed, but usually not less frequently than once each month. Besides reviewing accident prevention information in the Holmes Safety Association "Bulletin," the meetings may also address safety promotional activities for the mine or company. If the Chapter is not associated with a District Council, these meetings provide an ideal time to present any Joseph A. Holmes Safety awards to members. Community projects to promote safety are also appropriate for discussion at these meetings.

District Councils and Their Function

District Councils may be organized based upon geographical location or similarity of work or any other criteria which may be common cause to bring the membership together. These councils consist of two or more chapters and meet as frequently as decided by the membership. Once a quarter is generally desirable but circumstances may warrant more or less frequent meetings. These meetings offer the opportunity to share common safety problems and solutions. New technology in equipment design and new methods or procedures in accident prevention are always useful for discussion at these meetings, especially when speakers with exceptional expertise are available. A review of the accident trends or statistics for the district should also be provided. Those chapters making the most improvement in their safety records and to those chapters achieving the lowest number of accidents or the lowest incidence rates receives awards. Some meetings can involve families, such as picnic outings or dinners at local restaurants. These family meetings provide an excellent forum to recognize employees for their achievements and to educate family members in safety and health principles for the home and also for the work place.

These district councils are also eligible to compete for a national safety award in twelve categories of employment. Three for coal surface, three for coal underground, three for metal/nonmetal surface, and three for metal/nonmetal underground.

Minutes of the District Council meetings are sent to the Secretary/ Treasurer for inclusion in the HSA Annual Report and for use in monthly HSA "Bulletin" articles.

The mailing address for the HSA “Bulletin” is:

HSA Bulletin
c/o Mine Safety and Health Administration
P. O.
Falls Church, VA 22044-01S7
Telephone: 703/235-8264
FAX: 703/235/9412

The E-mail address is: HOLMESSA@MSHA.GOV

State Councils and Their Function

State Councils consist of membership from one or more states, usually encompassing an area of two or more district councils. These councils serve as state or regional forums that give awards to safety achievers and recognition to people and organizations that promote the efforts of the Holmes Safety Association. Meetings are usually conducted once each year, but some states meet more frequently. The state council meetings may occur independently or with other state or regional meetings as determined by the membership. The agendas for these meetings may feature a keynote speaker to address the progress of safety in the industry and/or provide pointers for making future improvement. A banquet held with these meetings, features an after dinner speaker who will focus on the positive side of the safety issues. The most prestigious awards occur at this banquet. Presenting these awards then will promote good banquet attendance and provide a large audience to acknowledge the award recipients.

Minutes of these meetings should be sent to:

HSA Bulletin
c/o Mine Safety and Health Administration
P. O. Box 4187
Falls Church, VA 22044-0187
Telephone: 703/235-8264
FAX 703/235-9412

The E-mail address is: HOLMESSA@MSHA.GOV

National Council and Its Function

The National Council consists of representatives of the chapters that are located in areas where no district council exists, district councils, state councils and the elected members of the executive committee and officers. This body provides guidance to lower echelons of the organization, helps in local promotions to organize chapters or councils, processes and maintains records for membership, and organizes the national meeting. The national Secretary/Treasurer has the responsibility for administering the day-to-day business of the Association between meetings.

The National Council is responsible for the collection **and disbursement of national finances only. The national** council has no control over the treasuries of the chapters, district councils, or state councils. Therefore, accountability of funding within each state is the responsibility of the local organization. State laws, governing the nonprofit status of local chapters and councils, must be satisfied within that state. The only tax exempt status belongs to the Joseph A. Holmes Safety Association and can be used only for the National Holmes Safety Association organization.

Please see the Holmes Safety Association Constitution and By-Laws for more detailed information on the operation of the National Council.

EDUCATIONAL ACTIVITIES

The safety messages once passed on by hearsay have evolved into a monthly magazine called the Holmes Safety “Bulletin.” This magazine supplies each chapter with information relating to current safety and health statistics, and technology and procedures for avoiding, eliminating, or reducing hazards in the work environment at home, and in the community. We print accident summaries to allow others to evaluate their work areas for similar situations or conditions. Other public service information such as dates of mine rescue and first aid contests, district and state council meetings, and other appropriate safety related announcements also receive coverage in the “Bulletin.” This magazine serves as the chief means of communication between the national office and the chapters and councils. All the safety messages appearing in the “Bulletin” from 1971 to the present are on file. This safety information is available to the mining industry for meetings or other presentations upon request to the HSA “Bulletin” address.

The Secretary/Treasurer of the Holmes Safety Association requestssafety articles from individuals or companies for inclusion in the “Bulletin.” By sharing solutions to your problems, you will help make your magazine more beneficial and applicable to current mining situations.

AWARDS AND RECOGNITION

The Holmes Safety Association provides recognition and awards to individuals, groups, organizations, etc., for promoting the ideals of the association. These HSA awards are presented at the Annual National Meeting. The following is a list of Holmes Safety Association awards:

- A. ***Merit Award***—This award is presented to a person who has consistently and exceptionally contributed the use of available resources and personnel to foster improvement of the Holmes Safety Association. This involves efforts which result in expansion of chapters and councils or significantly contributes to successful meetings. Three or more years of active involvement with five or more years of membership is necessary to qualify for this distinguished recognition. Recipients receive a certificate and will have their name engraved on a plaque currently on display at the National Mine Health and Safety Academy.
- B. ***Thirty Year Active Member Award***—***This*** award is presented to any person who has served as (1) an officer of a district council, (2) an officer of a state council, or (3) a member of the national executive committee (must have attended at least five annual national meetings) for five or more years, and has been a member of the Association for 30 or more years. Recipients receive an engraved plaque mounted on wood recognizing 30 years of active service.
- C. ***Safety Award*** —This award recognizes individuals for their personal involvement in developing safety programs which result in a reduction of total accidents or protect against a certain type of hazard which results in a reduction in that type of accident. This award is also presented for saving the

life of a person when knowledge gained from safety programs on the job is used. It is not necessary for the person to put one's own life at risk, nor must the act of saving the life occur in the mining industry.

Recipients receive a certificate of appreciation attesting to the specific act.

D. *Special Recognition* —This award is given for service to the Holmes Safety Association during a short span of time; one or two years. Individuals who contribute their time to promote the association or present programs at the various meetings during the referenced time will be eligible to receive this award.

Recipients will receive a certificate of special recognition for excellence for their efforts to the Holmes Safety Association.

E. *"Man of the Year" and "Woman of the Year"*—These awards are given to the man and woman who have made the most outstanding contributions to the expansion and promotion of the association over the previous year. Nominations are submitted by the district councils, the state councils, or by members of the national executive committee. A summary of the individual's activities must be included. A biographical sketch and the length of service to the Holmes Safety Association should accompany the request to be used as a tie-breaker. Nominations must reach the National Secretary on or before March 1 each year. Those not selected as Man or Woman of the Year may receive a Special Recognition award (described-in D).

Recipients receive a framed or mounted certificate which identifies them as the "Man or Woman of the Year."

F. *Chapter Organizing Recognition* -Each individual who helps in organizing 10 or more chapters in a calendar year receives a certificate of appreciation showing the number

of chapters organized during the calendar year. This activity is tracked on computer by the I-ISA office. Notification letters go to qualified recipients of this award before the national meeting.

Recipients receive a certificate of appreciation identifying the specific number of chapters established during the noted calendar year.

- G. District Council Safety Competition Award**—*This* award includes includes both coal and metal/nonmetal categories and goes to the district council with the lowest incidence rate for the year in the following categories:

Underground Mining

Group I	=	3,000,000 work hours or more
Group II	=	1,500,000 work hours or more
Group III	=	1,499,999 work hours or less

Surface Mining

Group I	=	2,000,000 work hours or more
Group II	=	1,000,000 work hours or more
Group III	=	999,999 work hours or less

To qualify for these awards, the district council must meet all of the following criteria

- i* Conducted at least four (4) district council meetings during the calendar year and submitted the minutes of the meeting(s) to the “Bulletin” address.
- ii*. Averaged five (5) or more chapters for underground or five (5) or more chapters for surface during the calendar year.
- iii*. Submitted the annual safety report within 90 days of the end of the calendar year. The report must contain data for all four quarters.

Incidence rates are computed according to Title 30 CFR Section 50.2(e). In case of a tie, the Council with the greatest number of work hours will receive the award.

CONSTITUTION OF THE HOLMES SAFETY ASSOCIATION

PREAMBLE

By authority granted at the annual meeting of the Board of Directors of the Joseph A. Holmes Safety Association, held in Washington, D. C., March 5, 1926, and according to the provisions of Article II of the revised constitution of said organization, the Holmes Safety Association was established and assumed direction and control of the Joseph A. Holmes Safety Chapters then in existence, and all others that may from now on be established, and all other branches or divisions of the Holmes Safety Association hereafter provided for in the constitution of the Holmes Safety Association. The Holmes Safety Association shall constitute a self-governing body, with six representatives elected annually by the National Council, who shall serve as members of the Board of Directors of the Joseph A. Holmes Safety Association.

The Holmes Safety Association activities shall not conflict with any other existing national, state, or district organization that has for its purpose the conservation of human life. Where such organizations exist, the Holmes Safety Association shall work with them.

The chapters of the Holmes Safety Association shall not replace any established plant or mine safety organization composed of operating officials and employees at work. Such plant or mine safety organizations shall encourage all operations in the safe direction of employees at work. The Holmes Safety Association will supplement the work of plant or mine safety organizations by providing a cooperative agency to coordinate the general health, safety, educational, and welfare service set forth in this constitution.

The objectives of the Holmes Safety Association set forth in Article II of this constitution and the active support of all national associations and organizations responsible for the establishment of the Association pledge to promote its propagation throughout all branches of the mineral industries of the United States.

For further information, write:

**U.S. Department of Labor
Mine Safety and Health Administration
Holmes Safety Association
P. O. BOX 4187
Falls Church, VA 22044-0187
Telephone: 703/235-8264
FAX: 703/235-9412**

The E-mail address is: **HOLMESSA@MSHA.GOV**



Class in the use of explosives, circa 1940'S

*(Revised Per the Special Executive Committee
Meeting 3-13-91)*

CONSTITUTION OF THE HOLMES SAFETY ASSOCIATION

ARTICLE I NAME

SECTION 1.--This organization shall be known as the Holmes Safety Association.

ARTICLE II OBJECTIVES

SECTION 1. --The objectives of the Holmes Safety Association shall be to arrange and hold safety meetings, conduct safety campaigns, and provide for organized cooperative effort to encourage:

- (a) The prevention of fatalities and injuries and the improvement of the health conditions of all persons connected with mining, metallurgical, petroleum, natural gas, quarrying, and allied industries whether at work, in and about their homes, on public highways, or in public places.
- (b) The dissemination of information and instruction on subjects related to the promotion of health and safety and the prevention of plant or mine fires, explosions, or disasters from other causes.
- (C) The promotion of training in first aid, self-contained breathing apparatus, and other forms of protection in rescue and recovery operations.

- (d) The closest cooperative relations with existing organizations, including labor, management, and state and federal agencies that promote health and safety in the mineral and allied industries.
- (e) The promotion of educational, social and recreational activities **in** the mineral and allied industries, including cooperation with local and state school authorities, and other institutions in the advancement of health and safety education.

ARTICLE III

PLAN OF ORGANIZATION

SECTION 1. - The Holmes Safety Association shall consist of a National Council, state councils, district councils, and local chapters.

The National Council shall direct and assist state councils; state councils shall direct and help district councils; and district councils shall direct and help local chapters.

SECTION 2. - ~~The~~ National Council may adopt its own by-laws which shall not conflict with this constitution nor the constitution of the Joseph A. Holmes Safety Association, and shall be known as the National Council of the Holmes Safety Association. The National Council shall coordinate the work of state and district councils and local chapters.

SECTION 3. - ~~State~~ **councils** shall be assisted and directed by the National Council, state councils may adopt their own bylaws which shall not conflict with this constitution nor the bylaws of the National Council and they shall adopt the name of the state in which they are established.

Section 4. - District councils which are formed in a state having a state council shall be directed and assisted by the state

council. Where there is no state council the National Council shall render such assistance as is practicable. District councils may adopt their own bylaws which shall not conflict with this constitution nor the bylaws of the state council to which it is subordinate nor the bylaws of the National Council. Each district council shall adopt a suitable name.

Section 5. - Local chapters that are formed in a territory in which there is a district council shall be aided and advised by the district council. Where there is no district council, the state council or National Council shall render such assistance as is practicable. Local chapters may adopt their own bylaws, which shall not conflict with the constitution nor the bylaws of the district and/or state council to which they are subordinate nor the bylaws of the National Council. Each chapter shall adopt a suitable name.

Article IV

JURISDICTION

SECTION 1.-State and district councils and local chapters shall be subject to the policies established by the National Council of the Holmes Safety Association. No activity, other than those stated in Section 1, Article H, shall be engaged in by state or district councils or local chapters, except upon approval of the National Council of the Holmes Safety Association. .

SECTION 2. - Financial commitments of the local chapters, district councils and state councils shall be the sole responsibility of those subordinate units. The National Council shall not direct or control the expenditure of such funds nor shall the National Council be accountable for such monies. Each subordinate unit shall be responsible to comply with the laws of the state in which it is located and comply with any federal tax or other laws governing their activities. The tax exempt status of

the National Council through the Joseph A. Holmes Safety Association shall not be conveyed to any subordinate unit of this Association.

ARTICLE V

REVOKING CHARTERS

SECTION 1. -The National Council shall have power to revoke any charter for just and sufficient cause and decide all disputed questions submitted to it.

ARTICLE VI

AMENDMENT TO THE CONSTITUTION

SECTION 1. - An amendment proposed to this constitution may be proposed at any regularly constituted meeting of the National Council or of a state or district council or any local chapter of the Holmes Safety Association.

SECTION 2. - An amendment proposed at a regularly constituted meeting of the National Council shall be voted on at the next regularly constituted meeting of the Council, and if approved by a two-thirds majority of the members present, the amendment shall be adopted and become part of this constitution.

SECTION 3. A n amendment proposed at a regularly constituted meeting of a state council shall be voted on at the next regularly constituted meeting of the state council, and if approved by a two-thirds majority of the members present, the proposed amendment shall be forwarded to the National Council where the procedure for approval shall be in accordance with Section 2 of this Article.

SECTION A.—An amendment proposed at a regularly constituted meeting of a district council shall be voted on at the next regularly constituted meeting of the district council and if approved by a two-thirds majority of the members present, the proposed amendment shall be forwarded to the state council under whose jurisdiction the district council functions. The proposed amendment shall be presented at the next regularly constituted meeting of the state council where the procedure for approval shall be in accordance with Section 3 of this Article.

SECTION 5.—An amendment proposed at a regularly constituted meeting of a local chapter shall be voted on at the next regularly constituted meeting of the chapter, and if approved by a two-thirds majority of the members present, the proposed amendment shall be forwarded to the district council under whose jurisdiction the local chapter functions. The proposed amendment shall be presented at the next regularly constituted meeting of the district council where the procedure for approval shall be in accordance with Section 4 of this Article.

SECTION 6.—if a local chapter does not function under the jurisdiction of a district council, the procedure for proposing an amendment to the constitution shall be through its state council. If a local chapter does not function under the jurisdiction of either a district or a state, the procedures for proposing an amendment to the constitution shall be through the National Council.

**BYLAWS
NATIONAL COUNCIL
HOLMES SAFETY ASSOCIATION**

SECTION 1. MEMBERSHIP

- (a) The National Council shall be the governing body of the Holmes Safety Association.
- (b) The membership of the National Council shall consist of authorized representatives of state and district councils and of chapters nonaffiliated with state or district councils of the Association authorized representatives of management, labor, and state and federal agencies; insurance companies, suppliers, manufacturers, distributors, and others whose work involves promoting objectives consistent with those of the Holmes Safety Association.

SECTION 2. OFFICERS

The officers of the National Council shall consist of a president, first vice president, second vice president, third vice president, fourth vice president, and secretary/treasurer.

**SECTION 3. EXECUTIVE COMMITTEE “
(REPRESENTATIVES)”**

- (a) The National Council officers, together with representatives of participating organizations and representatives from each mining area having active state councils, district councils or chapters, shall constitute the Executive Committee.

- (b) Members of the Executive Committee who, in the interim of their membership, retire (in good standing) from their position as an authorized representative of an interest group as specified in Section 11.(a) shall retain their post as Emeritus Member of the Executive Committee for the remainder of their elected term. Thereafter, such Emeritus Member's status of continued participation on the Executive Committee is welcomed and encouraged as an attendant and voting member and to serve in any capacity so appointed or assigned by the President, except for such post which explicitly calls for a duly authorized representative of an interest group as specified in Section 11.(a).

SECTION 4. ELECTION OF OFFICERS AND EXECUTIVE COMMITTEE

- (a) Except for the office of Secretary/Treasurer, the officers of the National Council and members of the Executive Committee shall be elected annually by a plurality vote of the members present at the regular annual spring meeting. Such meetings shall be held not sooner than the day preceding the annual spring meeting of the Joseph A. Holmes Safety Association.
- (b) The Secretary/Treasurer shall be the elected Secretary/Treasurer of the Joseph A. Holmes Safety Association.
- (c) On or before March 31 of each year, State Councils, District Councils and members of the Executive Committee shall forward to the Secretary/Treasurer a Nomination Form for each person being initially recommended to serve on the Executive Committee. Nominations for members who are currently serving as Executive Committee members may be recommended by statement in lieu of a completed form.

- (d) All elected officers and Executive Committee members shall assume their positions at the conclusion of the National Council meeting at which they were elected and shall serve for a period of one year.

**SECTION 5. ELECTION OF REPRESENTATIVES
on BOARD OF DIRECTORS OF “
JOSEPH A. HOLMES SAFETY
ASSOCIATION**

Six representatives of the Holmes Safety Association shall be elected by the National Council to serve on the Board of Directors of the Joseph A. Holmes Safety Association. Such election shall be by a plurality vote of the members present at the regular annual spring meeting of the National Council. Such meeting shall be held not sooner than the day preceding the annual spring meeting of the Joseph A. Holmes Safety Association. The representatives shall serve two-year terms on the Board of Directors of the Joseph A. Holmes Safety Association with one-half being elected each year. Nothing in this section shall be construed as prohibiting an officer or other member of the Executive Committee of the National Council from also serving as a representative on the Board of Directors of the Joseph A. Holmes Association.

**SECTION 6. VACANCIES AND MEETING
ABSENCES**

- (a) All vacancies, occurring ~~during~~ the year through resignation, death, or removal of elected Officers, members of the Executive Committee, or representatives on the Board of Directors of the Joseph A. Holmes Safety Association, shall be filled by the President by appointment for the unexpired term.

- (b) Vice Presidents and Executive Committee members must actively participate in the Holmes Safety Association. Vice Presidents and Executive Committee members who fail to attend at least two consecutive Holmes Safety Association National meetings will be contacted by the Secretary/Treasurer by certified mail to determine their interest in remaining as a member of the Executive Committee. This matter, including the reason for their absence will be brought before the next scheduled meeting of the Executive Committee to determine if their membership in the Executive Committee should continue. Individuals will be notified by the Secretary/Treasurer of the decision of the Executive Committee.

SECTION 7. DUTIES OF OFFICERS AND COMMITTEES

The National Council through its officers and members of the Executive Committee, shall assist state councils, district councils, and local chapters. They shall assist with the organization of new councils and chapters, dissemination of information on the progress of the Holmes Safety Association, providing articles to the "Bulletin" and other matters of general interest within the scope of the Holmes Safety Association.

SECTION 8. PRESIDENT

The President shall call all meetings of the National Council and the Executive Committee and preside at them. The President shall appoint a nominating committee, a finance committee, an auditing committee and such other committees as deemed necessary for the proper functioning of the National Council, and assigns duties not otherwise provided for by these By-Laws or Constitution. The First Vice President of the preceding year automatically becomes the nominee for President.

SECTION 9. VICE PRESIDENTS

The four Vice Presidents shall represent each of the interest groups as specified in Section 11 (a) other than that interest group represented by the President. Except for resignations or death, the Vice Presidents shall rotate from Fourth Vice President to President one position each year. Persons elected to fill a vacancy as Vice President shall be assigned the Fourth Vice President's position regardless of the position vacated. The Fourth Vice President elected or otherwise appointed shall be filled by a person from a different state than that of the current Presidential and Vice Presidential officers. The Vice Presidents shall assist the President and other officers and committees in conducting the work of the National Council. In the absence of the President the highest ranking Vice President who is present at a meeting shall assume the duties of the President.

SECTION 10. SECRETARY-TREASURER

- (a) The National Secretary/Treasurer of the Holmes Safety Association shall be the official contact person for all matters of business and shall provide all official responses to correspondence between meetings. The Secretary shall notify members of all meetings of the National Council and the Executive Committee; transmit all official communications of the Council; and keep record of all meetings and proceedings of the National Council and Executive Committee. Upon application of properly constituted state and district councils and local chapters, the Secretary shall cause to be issued all charters in accordance with the process approved by the National Council. The Secretary/Treasurer shall work through a liaison person designated by the Director, MSHA-EPD, to coordinate agreed upon tasks. The Secretary shall perform such other duties as may be properly assigned by the Executive Committee and the President.

- (b) The Treasurer shall have charge of all funds and securities of the National Council and shall deposit funds of the Council in a bank which shall be convenient to the Secretary/Treasurer to serve as the depository for such funds. The Treasurer shall invest surplus funds of the National Council in accordance with instructions of the Finance Committee. Payments of all obligations of the National Council shall be made by check or draft signed by the Secretary/Treasurer.

SECTION 11. EXECUTIVE COMMITTEE FUNCTIONS

- (a) **COMPOSITION.** The Executive Committee shall be composed of the following: representatives from each state council, representatives from district councils, at-large representatives from each of the interest groups to wit: (1) organized labor, (2) industry management, (3) state enforcement agencies, (4) federal agencies, and (5) manufacturers, suppliers or insurance groups.
- (b) **DUTIES.** The Executive Committee shall be the overseer of the National Holmes Safety Association. No business shall occur before the membership in the regular session until the Executive Committee has reviewed and recommended such. The Executive Committee shall hold at least one meeting each year at a designated time and place by the President. The Executive Committee shall plan and promote national accident prevention campaigns and provide suitable trophies for the winners. It shall supervise the activities of the Holmes Safety Association. The Executive Committee shall have authority to employ such clerical and other assistants as may be necessary to carry out the responsibilities and duties of the National Council. At least one regularly scheduled meeting of the Executive Committee for conducting business shall occur before the regular annual spring meeting of the National Council. The designated time

and place of the meeting will be selected by the President from the appropriate zone as noted in Section 1 l.(d). Other meetings of the Executive Committee may be called by the President, or at the request of any five members of the Executive Committee, held at a suitable time and place after written notice to its members at least thirty days before the meeting.

- (c) **QUORUM FOR BUSINESS.** There shall be a minimum of twenty members of the Executive Committee present before any business of the Executive Committee shall be deemed official. This shall not prevent the Secretary/Treasurer from paying any obligations of this Association which have been properly presented for payment when a quorum is not available.

- (d) **SELECTION OF ANNUAL MEETING SITE.** In order to reflect the national scope of the Holmes Safety Association, the Annual Society spring meeting location should be rotated among the following four zones listed below. Annual meeting site location will be rotated in the following order: Zone 1, Zone 2, Zone 3, and Zone 4. Each year, at the annual spring meeting, representatives from the following four zones may petition the Executive Committee to consider their particular location as a meeting site for the next meeting in their particular zone. Should no representative of a particular zone desire to host the next annual meeting, the annual meeting site will be rotated to the next zone.

ZONE1

Mississippi	Louisiana	Arkansas
Florida	Tennessee	Alabama
Kentucky	West Virginia	Virginia
North Carolina	South Carolina	Georgia
Maryland	Washington, D.C.	

ZONE 2

Washington	Oregon	Idaho
Montana	Wyoming	North Dakota
South Dakota	Nebraska	Minnesota
Iowa	Alaska	Missouri
Illinois	Wisconsin	

ZONE 3

New Hampshire	Michigan	Maine
Indiana	Pennsylvania	Ohio
New Jersey	Delaware	New York
Rhode Island	Massachusetts	Connecticut
Vermont		

ZONE 4

California	Nevada	Utah
Arizona	New Mexico	Colorado
Kansas	Oklahoma	Texas
Hawaii		

SECTION 12. NOMINATING COMMITTEE

- (a) **FORMATION.** The nominating committee shall consist of five members from the Executive Committee, one of whom shall serve as chairman. The nominating committee will include: one member from industry labor; one member from industry management; one member from a state agency; one member from a federal agency; and one member from manufacturers, suppliers or insurance groups. The President shall appoint the nominating committee with each member of the committee representing a different state, and designate a Chairman.
- (b) **DUTIES.** The Nominating Committee shall review all nominations and recommend nominees for all elective offices, for members of the Executive Committee, and for representatives on the Board of Directors of the Joseph A.

Holmes Safety Association. All nominations shall be recommended by at least one member of the Executive Committee, a district council or a state council. Nominations shall be submitted to the Secretary/Treasurer on or before March 31. The Secretary/Treasurer shall forward all nominations to the Chairman and members of the Nominating Committee not later than April 15. The Chairman shall communicate with the members prior to the National Council meeting and prepare a proposed slate for presentation to the Executive Committee. Upon the recommendation of the Executive Committee, the slate shall be presented to the National Council meeting for a voice vote and approval by a majority of those present.

- (c) **MEETINGS of THE COMMITTEE.** The Chairman of the Nominating Committee shall call the committee into session at a convenient time prior to the National Council meeting.

SECTION 13. FINANCE COMMITTEE

The Finance Committee shall consist of five members appointed by the president, who are familiar with finances and investments. The committee shall have one representative . from each of the five interest groups as specified in Section 11.(a). The finance Committee shall recommend to the Executive Committee proper means of securing requisite funds for the needs of the National Council. The Finance Committee shall furnish the Secretary/Treasurer and the Executive Committee with such financial statements and information as may be ~~necessary~~ for the ~~proper~~ functioning of the National Council. The President shall appoint the Committee with each member of the Committee representing a different state, and designate a chairman. The Secretary/Treasurer shall not be a member of the Finance Committee but shall attend its meetings.

SECTION 14. AUDITING COMMITTEE

The Auditing Committee shall consist of five members, appointed by the President. The committee shall have one representative from each of the five interest groups as specified in Section 11.(a). At least once a year the Auditing committee shall examine and audit the funds and securities belonging to the National Council and report thereon at the annual spring meeting of the National Council. The President shall appoint the Committee with each member of the Committee representing a different state, and designate a chairman. The Secretary/Treasurer shall not be a member of the Auditing Committee but shall attend its meetings.

SECTION 15. SCHOLARSHIP FOR MINING COMMITTEE

- (a) **FORMATION. The** scholarship for mining committee shall consist of one representative from each of the five interest groups as specified in Section 11(a). The President shall appoint the committee with each member of the committee representing a different state, and designate a chairman.
- (b) **Duties.** The committee will administer the Scholarship Program through established procedures and guidelines, with the approval of the executive committee.
- (c) **FUNDING. The** scholarship program will be financed through specified donations to the scholarship for mining fund. The national secretary/treasurer will receive funds and maintain a separate account for this purpose and provide the executive committee with an annual report for review and approval.

SECTION 16. AMENDMENT TO THE CONSTITUTION OR BYLAWS

- (a) **AMENDMENT PROPOSAL. The** Constitution and Bylaws may be amended by submitting proposals and

supporting rationale to the National Secretary before the National meeting. All proposed amendments must include an endorsement by a member of the Executive Committee or receive official support of a District Council with copies of the minutes sent to the National Secretary/Treasurer. AU proposed amendments must reach the National Secretary/Treasurer by January 31 of each year. The Secretary shall mail copies of such proposals with a response form to the members of the Executive Committee and officers. The response form shall provide a means of showing support for or against the proposal, space for comments and be returned to the National Secretary/Treasurer by a specified date. If a majority of at least 20 of the responses show support for the proposal, the National Secretary/Treasurer shall cause the proposal to be published in the Holmes Safety "Bulletin" for two consecutive months before the National Meeting to allow comments from the membership. All comments received shall be copied and distributed to the members of the Executive Committee and officers at or before the Executive Committee session of the National Meeting. After any needed discussion, the President shall call for a vote of the Executive Committee. With a majority vote of the Executive Committee, the proposal shall be recommended for a vote by the members present at the National Council meeting.

- (b) VOTING OF THE MEMBERSHIP.** proposals recommended by the Executive Committee by paragraph (a) shall be accepted upon two-thirds majority votes of those present at the national meeting if at least 20 members of the Executive Committee shall be present in the General Session of the National Council meeting. Such results shall be published in the next edition of the "Bulletin."

**AWARDS APPLICATIONS
AND OTHER FORMS**

The awards applications and other forms displayed on the following pages are miniature copies. The actual forms are available from the National Secretary's office. Complete instructions to fill out the applications and forms will be forwarded with copies of the form.

To secure any of these forms please contact the National Secretary at:

**U. S. Department of Labor
Mine Safety and Health Administration
Holmes Safety Association
P. O. Box 4187
Falls Church, VA 22044-0187
Telephone: 703/235-8264
FAX: 703/235-9412**

The Internet address is: **HOLMESSA@MSHA.GOV**

Application for Chapter Membership
Holmes Safety Association

To: Holmes Safety Association Internet: HOLMESSA@MSHA.GOV
P. O. Box 4187 Telephone: (703) 235-8264
Falls Church, VA 22044-0187 Fax: (703) 235-9412

Application is hereby made for admission to the Holmes Safety Association. It is understood that this organization will be designated as a Chapter. The Chapter name will be (to be chosen by the organization) _____ Safety Chapter. It will be located at _____

(organization) (town) (county) (state)

Desired start-up date is _____

Chapter meetings will normally be held _____ of each month.

Membership size will be (number of employees) _____

Type of operations: ☐ Underground ☐ Surface ☐ Mine
 Mill Contractor Other _____

If applicable: Mine Number _____ Contractor Number _____

Describe the product or service of the organization _____

Chapter Representative (Please print or type name and address)

Name and title: _____

Organization Name: _____

Organization Address: _____

Organization Phone No.: _____ Fax No.: _____

Signature of Chapter Representative

We received assistance and/or information on how to apply for Holmes Safety Membership from _____

To be completed by Holmes **Safety** Representative

A. Your request for membership is _____

B. Your assigned Chapter Number is _____

Your membership is at no cost and entitles the Chapter to receive monthly Safety Bulletins containing information and articles that will aid in monthly safety meetings. Also, membership allows the Chapter to participate in area Council meetings. You nearest Holmes Safety Council is _____

To contact the nearest Council official, call (name) _____
at (telephone number) _____

Manager Holmes Safety

Holmes Safety Association
New Member Prospecting Sheet

To: Holmes Safety Association

P. O. Box 4187

Falls Church, VA 22044-0187

Internet: HOLMESSA@MSHA.GOV

Telephone: (703) 235-8264

Fax: (703) 235-9412

When prospect becomes a member or if follow-up is required, return to the following:

I. Submitted By:

- Telephone: _____

- Fax: _____

- Address: _____

II. New Prospect Data:

- Name of Organization

- Name/Duty title of Contact Person _____

- Telephone _____

- Address _____

III. Type of Operation:

☐ Underground

Surface

Coal

Metal/Nonmetal

Mine

Mill

Contractor

Other

Identification Number if Applicable

IV. Date of Contact: _____

V. Date by which prospect's application should be received:

____-____-____

____-____-____

To be Completed by Holmes' Safety Representative

A. Congratulations, your Holmes Safety Prospect has submitted an application and was approved on _____

A copy of that application and approval is attached.

B. Help! Your proposed Holmes Safety member has not submitted an application as of _____. Please follow up.

APPLICATION FOR ACTS OF HEROISM

(Type A Awards)

JAH USE ONLY

Name: _____
(Last) (first) (Middle Initial)

Occupation: _____

Employer Name: _____

Employer Address: _____
(Address) (City) (state Abbrev.) (Zip)

Date of Incident: _____

Where Incident Occurred: _____

Names of Other Individuals Involved: _____

Please give complete details of occurrence and degree of risk involved.
Attach detailed narrative to this application.

MAIL COMPLETED FORM TO:

Holmes Safety Association
c/o Mine Safety and Health
Administration
P. O. Box 4187
Falls Church, VA 22044-01 S7
ATTN: Secretary/Treasurer

Internet: JAHOLMES@MSHA.GC)V
Telephone: (703) 235-8264
Fax: (703) 235-9412



Holmes Safety Association District/State Council Application

Mail application to:

Holmes Safety Association
c/o Mine Safety and Health Administration
P. O. BOX 4187
Falls Church, VA 22044-0187
Attn: Secretary/treasurer

E-mail : JAHOLMES@MSHA.GOV
Telephone: (703) 235-8264
FAX: (703) 235-9412

District/State Council information

Date _____ District/State Council name _____

Location _____
City/Town _____ County/Province _____ State _____

Name of MSHA district in your area _____

Mailing address for official correspondence

(Please notify the National office if this address is changed for any reason)

Name of person or company contact _____

Street/P.O. Box _____ Telephone _____

City/Town _____

Please provide the following information and update annually:

President _____ Telephone _____
Name

First Vice President _____

Second Vice President _____

Third Vice President _____

Treasurer _____

Secretary _____ Telephone _____
Name

This District Council currently represents the following chapters: (minimum of 5)

Number/type of operation: _UG _ Sur _ Plant _ Mill _Other

Check type of products: ☐ Coal ☐ Metals ☒ Aggregates ☐ Oil/gas

☐ Other (specify) _____

State Council affiliation _____

(Nonaffiliated leave blank)

APPLICATION FOR ACTS OF HEROISM

(Type A Awards)

JAH USE ONLY

Name: _____
(Last) (First) (Middle Initial)

Occupation: _____

Employer Name: _____

Employer Address: _____
(Address) (City) (State Abbrev.) (Zip)

D a t e o f I n c i d e n t :

Where Incident Occurred: _____

Names of Other Individuals Involved: _____

Please give complete details of occurrence and degree of risk involved.

Attach detailed narrative to this application.

MAIL COMPLETED FORM TO:

Holmes Safety Association
clo Mine Safety and Health
Administration
P. O. Box 4187
Falls Church, VA 22044-0187
ATTN: Secretary/Treasurer

Internet: JAHOLMES@MSHA.GOV
Telephone: 703) 235-8264
Fax: 703) 235-9412

APPLICATION FOR 10/20/30 YEAR
INDIVIDUAL AWARDS AND 40 YEAR B-1 AWARDS
(Please Type or Print)

JAH USE ONLY

--

_____ is recommended for
(Last Name, First, Middle Initial (Occupation)
_____ year award for injury-free non-office employment
(10, 20, 30, or 40)
in the mineral extractive or allied industries. For the period of time

_____ to _____
(Month, Day, Year] (Month, Day, Year)

Employed by _____ at _____
(Company Name) (Mine or Plant Name)

_____ Type of Operation _____
(Location of Mine or Plant) (UG, Surface, Prep Plant, etc.)

Principal Product _____

Recommended by _____ Date ____/____/____

MSHA Mine I.D. No. _____ Last 4 digits of SSN _

• Brief details of previous employment, if any: _____

We certify that _____ is presently employed by _____

_____ ; and to the best of our ability we have verified that the

service shown has been injury-free.

Company _____

Address _____

City/Town _____

S t a t e _ Zip Code _____

Signature _____

Title _____

It is understood that upon approval of this application the awards will be furnished to the employer or other sponsor at cost as follows:	
10-year decal	\$.90
20-year pin and decal (BRONZE)	\$ 6.50
30-year pin and decal (SILVER)	\$11 .50
40-year pin and decal (GOLD)	\$14.50
Shipping and handling per order	\$ 3.50
All charges will be billed directly to your organization. All prices are subject to change without notice.	

MAIL COMPLETED FORM TO:

Holmes Safety Association
c/o Mine Safety and Health
Administration
P. O. Box 4187
Falls Church, VA 22044-0187
ATTN: Secretary/Treasurer

E-mail : JAHOLMES@MSHA.GOV
Telephone: (703) 235-8264
Fax: (703) 235-9412

**AWARD APPLICATION FOR INDIVIDUAL OFFICIALS AND WORK UNIT
(Type B-2 Awards)**

JAH USE ONLY

Work Unit: _____

Supervisors Name: _____
(Complete ONLY if name of supervisor is to appear on the certificate)

Company Name: _____

Company Address: _____
(Address) (City) (State Abbrev.) (Zip)

Type of Industry: _____
(Copper Smelter, cement plant, petroleum refinery, coal or metal-UG or surface-etc.)

Dates covered by the record: _____
(Beginning) (Ending)

Total workhours of exposure covered by the record. _____ **Date of last injury**
with lost workdays: _____

Average no. of employees supervised by official: _____

MSHA Mine ID No.: _____

Name of Employees within the work group: _____

Last four digits of SSN: _____

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(Use reverse side for additional names)

MAIL COMPLETED FORM TO:

Holmes Safety Association
c/o Mine Safety and Health
Administration
P. O. BOX 4187
Falls Church, VA 22044-0187
ATTN: Secretary/Treasurer

Internet: JAHOLMES@MSHA.GOV
Telephone: (703) 235-8264
Fax: (703) 235-9412